

## Bethlehem Public Library Trustee Minutes – June 13th, 2022

Members Present: Doug Harman, Mike Culver, Len Grubbs, Sara Plumley, Lisa Ffrench, Barbara Szeidler, and Tana LeClair; Rhienna Miscio and Nora Clark attended virtually.

Librarian Present: Laura Clerkin

Meeting Commenced at 7:01pm.

### **Meeting Minutes**

Barbara made a motion to accept the minutes as written, with Sara seconding; the motion passed unanimously, with Lisa abstaining due to not attending the last meeting.

### **Treasurer's Report**

The budget is still favorable by \$9,916.10. This includes over \$2,000 which is part of the grant that is still projected to be spent.

Another thing to note is that the propane expense is already \$300 over our annual budget because when the old contract was fulfilled, the price went up quite a bit. The good news is that more won't need to be purchased until late in the year (probably late Nov/Dec). We will keep an eye on the budget, and this is not a high concern at this time.

Lisa made a motion to accept the report as written, with Mike seconding; the motion passed unanimously.

### **Old Business**

### **Committees**

HR – Nothing to report.

Finance – The library received a donation of \$10,000; the library’s RSAs require the library to put an ad in the paper to announce a public hearing for accepting the donation, which Laura is in the process of doing.

Buildings and Grounds – The solar panels have been installed but are not currently operational; we are waiting on the person who programs the panels to get back to us and finish that up.

Technology – Mike is still working on programming the new remote for the conference room TV.

Bylaws and Policies – Nothing to report.

### **Librarian’s Report**

Laura tried out a two week trial of LibraryAware, and has an upcoming trial of Constant Contact. Once that is over, she will compare prices and decide which she likes best.

All of the program flyers are distributed for the Summer Reading Program.

The annual book sale is coming up, starting on Saturday, June 25th from 9am – 3pm; the sale will go through July 2nd. Trustees have signed up for their shifts for the sale.

Laura has been in contact with Sue Greenlaw, principal at Bethlehem Elementary School, regarding the drafting of a plan for the school using the library as a shelter in case of an emergency. The trustees had a solid discussion about it, and will wait to hear more from Laura, following further communications with Sue Greenlaw and Bethlehem Elementary School about this matter.

Additionally, Laura will be speaking to Bethlehem Elementary School's teachers and staff this week to discuss guidelines for next school year's use of the library in a more formal way (since the school's library is now closed).

The library has a new tent; the Odd Fellows are coming this week to put together the new picnic tables. A camera will be installed on the corner of the building to keep an eye on the new equipment.

The Friends of the Bethlehem Public Library have put in their garden – thank you.

Len made a motion to adjourn the meeting at 7:43pm, with Sara seconding. The motion passed unanimously.

Respectfully Submitted

Tana LeClair, Secretary